

Organization

The school will have a clearly defined organizational structure whereby the goals and objectives are being carried out. The description of the structure shall specify: the functions of the governing body, administration, staff and students, the relationships among these groups; the limits of authority and responsibility; and the relationship with the community. Of equal concern is evidence of effective working relationships and communication among all concerned.

Commendations

The committee commends:

1. * The Board of Trustees and District administration for establishing a mandate for program improvement and installing a strong adult school administration which is implementing a Board of Trustees and district administration direction through open communication and inspired leadership of staff and students. (School Report, Chpt II, pp. 3-4; Chpt. III, p. 2; Chpt. IV, p. 8; Chpt. VI, p. 6; Conferences with Steering Committee, Staff, and Students; WASC Criterion: Organization)
2. The program coordinators for their pivotal role in curriculum review and enhancement, staff development, site articulation, and overall program planning, communication, and problem-solving. (School Report, Chpt. II, p. 2; Chpt. IV, pp. 4-7; Chpt. IX, Older Adult, p. 1; Inservice Workshop for ESL Instructors, February, 1996; Conferences with Administration and Staff; WASC Criterion: Organization)

Recommendations:

The committee recommends:

1. * That the administrative staff develop and utilize a budgeting system which establishes priorities, allows staff input, and provides a defined process for the allocation of funds. (School Report, Chpt. II, p. 4; Chpt. IV, p. 7; Chpt. VI, pp. 2-4, 9; Conferences with Staff; WASC Criteria: Organization, Finance)
2. That school administration implement the 1992 WASC Visiting Committee recommendation 12, that administration and staff develop and regularly maintain a teacher handbook which enables teachers to become more knowledgeable of adult school policies and procedures. (School Report, Chpt. II, p. 6; Conferences with Staff; WASC Criterion: Organization)